

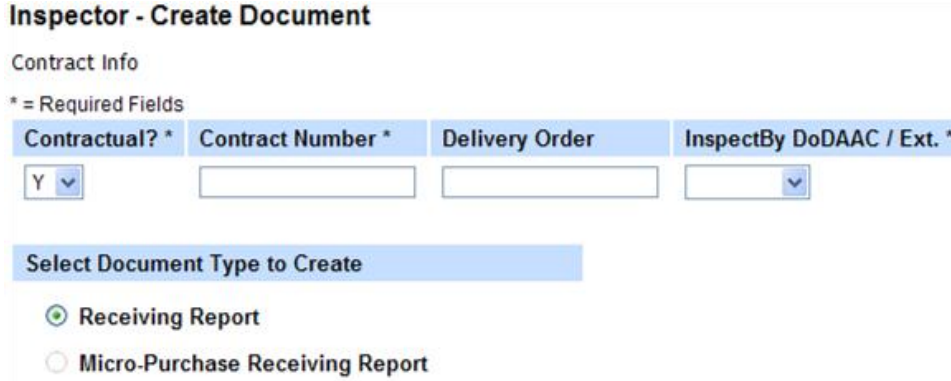


# Create a Receiving Report-Inspector

**Overview** In some cases you may need to create the Receiving Report.

Before creating a Receiving Report we recommend checking to see if the vendor has an active account in WAWF.



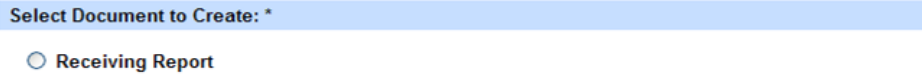
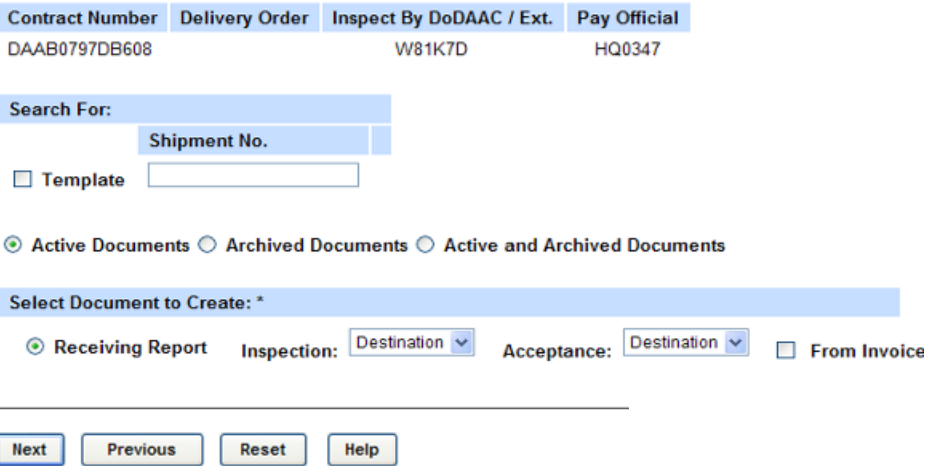
**Create Procedure** Follow the steps below to begin creating a Receiving Report.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the <b>Create Document</b> link. 
3	Enter the <b>Contract Number</b> , and <b>InspectBy DoDAAC</b> .  Result: Create New Document screen appears.

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# Create a Receiving Report-Inspector

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action
4	<p>Click the <b>Next</b> button.</p> 
5	<p>Enter the <u>Pay DoDAAC</u> if not populated systemically. Then click the <b>Next</b> button.</p> <p><b>Inspector - Receiving Report</b></p> <p><a href="#">Contract &gt;&gt;</a> Pay DoDAAC</p> 
6	<p>Click the <b>Receiving Report</b> button.</p> 
7	<p>Click <b>Inspection</b> and <b>Acceptance</b> points. Then click the <b>Next</b> button.</p>  <p>Note:</p> <ul style="list-style-type: none"> <li>Click the <u>T</u>emplate box and enter <u>S</u>hipment No. if creating the receiving report from a previous document. (See instructions for Creating a Receiving Report from a Template)</li> <li>Check the <u>F</u>rom Invoice box if the receiving report is to be matched to a specific previously submitted invoice. (See instructions for Create a Receiving Report from an Invoice)</li> </ul>

*Continued on next page*



# Create a Receiving Report-Inspector

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action																												
12	<p>Click the <b>Add</b> link under the <b>Actions</b> section to add line item data.</p> <p><b>Inspector - Receiving Report</b></p> <p><a href="#">Contract &gt;&gt;</a> <a href="#">Pay DoDAAC &gt;&gt;</a> <a href="#">Document &gt;&gt;</a> <a href="#">Routing &gt;&gt;</a> <a href="#">Data Capture</a></p> <div><a href="#">Header</a> <a href="#">Addresses</a> <a href="#">Mark For</a> <a href="#">Comments</a> <a href="#">Line Item</a> <a href="#">Pack</a> <a href="#">Attachments</a> <a href="#">Preview Document</a></div> <p>At least one Line Item is required</p> <div><a href="#">AAI</a> <a href="#">SDN</a> <a href="#">ACRN</a></div> <div><input type="text"/> <input type="text"/> <input type="text"/> <a href="#">clear</a></div> <p><b>Line Item Details</b></p> <table><tr><th>Item No.</th><th>Stock Part No.</th><th>Type</th><th>Qty. Shipped</th><th>Unit</th><th>Unit Price (\$)</th><th>Amount (\$)</th><th>Actions</th></tr><tr><td colspan="7"></td><td><a href="#">Add</a></td></tr></table> <p><b>CDRL ELIN Line Item Details</b></p> <table><tr><th>Item No.</th><th>Qty. Shipped</th><th>Unit</th><th>Unit Price (\$)</th><th>Amount (\$)</th><th>Actions</th></tr><tr><td colspan="5"></td><td><a href="#">Add</a></td></tr></table>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions								<a href="#">Add</a>	Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions						<a href="#">Add</a>
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13	<p>Complete Required Fields on the Line Item.</p> <p><b>Inspector - Receiving Report</b></p> <div><a href="#">CLIN/SLIN/ELIN</a> <a href="#">MILSTRIP</a></div> <p>single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.</p> <table><tr><th>Item No. **</th><th>Stock Part No. *</th><th>Type *</th></tr><tr><td><input type="text" value="0001"/></td><td><input type="text" value="8PI554"/></td><td><input type="text" value="FT - FEDERAL SUPPLY CLASSIFICATION"/></td></tr></table> <table><tr><th>Qty. Shipped *</th><th>Unit *</th><th>NSP</th><th>Unit Price (\$)</th><th>Amount (\$)</th></tr><tr><td><input type="text" value="23"/></td><td><input type="text" value="EA"/></td><td><input type="checkbox"/></td><td><input type="text" value="29.95"/></td><td>688.85</td></tr></table> <div><a href="#">AAI</a> <a href="#">SDN</a> <a href="#">ACRN</a></div> <div><input type="text"/> <input type="text"/> <input type="text"/></div> <table><tr><th>Multiple Box Pack Indicator</th><th>GFE?</th><th>Advice Code</th></tr><tr><td><input type="text" value="N"/></td><td><input type="text" value="N"/></td><td><input type="text"/></td></tr></table> <p><b>Description *</b></p> <div><input type="text" value="Good Provided for Training."/></div> <p><u>Note</u>: See instructions for Description of Receiving Report Line Item Details.</p>	Item No. **	Stock Part No. *	Type *	<input type="text" value="0001"/>	<input type="text" value="8PI554"/>	<input type="text" value="FT - FEDERAL SUPPLY CLASSIFICATION"/>	Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)	<input type="text" value="23"/>	<input type="text" value="EA"/>	<input type="checkbox"/>	<input type="text" value="29.95"/>	688.85	Multiple Box Pack Indicator	GFE?	Advice Code	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text"/>						
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14	<p>Click on <b><u>S</u>ave Clin/Slin.</b></p> <div><a href="#">Save Clin/Slin/Elin</a> <a href="#">Save Draft Document</a> <a href="#">Previous</a> <a href="#">Help</a></div>																												

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# Create a Receiving Report-Inspector

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action								
15	<p>Review the <b>Address, Mark For, Comments, Pack</b> and/or <b>Attachments</b> tabs as needed.</p> <p><b>Inspector - Receiving Report</b></p> <p>Contract &gt;&gt; Pay DoDAAC &gt;&gt; Document &gt;&gt; Routing &gt;&gt; Data Capture</p> <table><tr><td>Header</td><td>Addresses</td><td>Mark For</td><td>Comments</td><td>Line Item</td><td>Pack</td><td>Attachments</td><td>Preview Document</td></tr></table>	Header	Addresses	Mark For	Comments	Line Item	Pack	Attachments	Preview Document
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16	<p>Review the document on the <b>Preview Document</b> tab and click the <b>Submit</b> button.</p> <p><b>Inspector - Receiving Report</b></p> <p>Contract &gt;&gt; Pay DoDAAC &gt;&gt; Document &gt;&gt; Routing &gt;&gt; Data Capture</p> <table><tr><td>Header</td><td>Addresses</td><td>Mark For</td><td>Comments</td><td>Line Item</td><td>Pack</td><td>Attachments</td><td>Preview Document</td></tr></table> <p>Expand All   Collapse All</p> <div></div> <div>[*]Document Information [*]Line Item Information [*]Pack Information [*]Address Information [*]Misc Information</div> <div>Submit   Save Draft Document   Help</div>	Header	Addresses	Mark For	Comments	Line Item	Pack	Attachments	Preview Document
Header	Addresses	Mark For	Comments	Line Item	Pack	Attachments	Preview Document		
17	<p>View the verification screen.</p> <p><b>Success</b></p> <p>The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table><tr><td>Contract Number</td><td>Delivery Order</td><td>Shipment Number</td><td>Invoice Number</td></tr><tr><td>DAAB0797DB608</td><td></td><td>TRAININGSHIPNUM</td><td></td></tr></table> <p>Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: mech_navsisa_wawf_test@navy.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Inspector: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Wed Oct 13 12:13:16 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		TRAININGSHIPNUM	
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